



Idaho Council on Developmental Disabilities

Youth Leadership Forum Coordination

Request for Proposals

The Idaho Council on Developmental Disabilities is an agency, established in state and federal law, to advocate on behalf of Idahoans with developmental disabilities and their families to increase the capacity of and improve the system of services they receive. The Council's work is guided by a five-year strategic plan that outlines the goals and strategies that assist the Council in meeting its statutory requirements.

The current plan includes goals and initiatives to support people with developmental disabilities, including transition-age students, to develop self-advocacy and leadership skills. The Council believes that transition-age youth with disabilities realize more success when they are supported to develop self-advocacy and leadership skills as they prepare to leave school and enter adult life.

The Council has collaborated with the Idaho State Department of Education and other stakeholders over the last several years to host Youth Leadership Forum (YLF) - a week-long summer youth leadership development program. Idaho junior and senior students with disabilities from around the state travel to the YLF site for a week of leadership development activities following an existing curriculum. Activities include information from presenters on leadership, independent living, and post-secondary education options. They engage in discussions with policymakers about current issues, participate in job shadowing opportunities in their career of interest, and develop an individual leadership development plan.

In anticipation of holding a Youth Leadership Forum in Idaho in the summer of 2008, the Council is seeking proposals for coordination, planning, and implementation of this event. Planning activities are expected to begin in September, 2007. The successful applicant may be eligible for funding to conduct this project in future years if funds are available and the goals of the project are satisfactorily met. Please see the attached information for more details about scope of work for YLF coordination and how to submit a proposal.

About Youth Leadership Forum:

Youth Leadership Forum (YLF) is a leadership, citizenship and career development program for high school juniors and seniors with disabilities. Selected youth serve as delegates from their communities at a statewide conference. Student delegates gain information about resources related to assistive technology, community support, career development and civil rights. They develop personal leadership plans and commit to follow through on goals. This is also an opportunity for successful adults with disabilities to serve as role models and assist youth to realize their abilities, rights, and responsibilities to pursue meaningful employment and contribute to society.

The YLF program occurs as a week long leadership training program that follows an existing curriculum. Student delegates stay in a college/university campus dormitory for the program week (2008 - Boise State University). Most activities occur at the university, allowing the students to have a campus experience. Presenters provide the students with information about self-advocacy, independent living, post-secondary education, employment and involvement in systems change through advocacy. A job shadowing activity pairs students with mentors who are working in the student's career of interest. Students meet with policymakers working at different levels of government to share their perspective on current issues and learn how to advocate for policy change. Recreational activities are also planned during the program week.

Student delegates are chosen through an application process. Students are encouraged to apply with the help of their school staff and/or other community members and must provide letters of recommendation that speak to their leadership potential. Applications are reviewed and applicants are interviewed by members of the YLF planning committee. Approximately 20-25 student delegates are selected to attend the program each year.

After selection, student delegates and their families are provided logistical information about YLF activities and arrangements are made for their travel, lodging and support needs. About 5-6 counselors are identified and trained prior to staying with the delegates on campus and attending all activities to provide guidance and support to the students to help them make the most of the experience.

The project is guided by a YLF planning committee that is comprised of education and disability organizations, business and community representatives, among others. The committee meets monthly throughout the year to support outreach to potential program sponsors and the public, help with student recruitment, make community contacts, identify and arrange for job shadow mentors and plan for YLF week activities including volunteering their time during the program week.

Desired Outcome: Student delegates return home and become involved in their communities to pursue their individual goals with enhanced leadership skills. Contact with YLF graduates throughout the year will help determine program success.

Scope of Work:

1. **Communication and Reporting:** set-up ongoing communication with lead DD Council staff, submit required reports on time, follow pre-determined budget and keep accurate records and receipts, gather and report program evaluation data.

At least two in-person meetings with DD Council staff in Boise and at least one in-person visit to program site.
2. **Facilitate Planning Activities:** Establish contact with past YLF planning committee members. Arrange and facilitate monthly planning committee meetings, follow-up on action items, provide ongoing communication with planning committee, and coordinate committee volunteer activities. Identify additional planning committee members as needed.
3. **Outreach:** Work with planning committee to develop and disseminate information about YLF to the public. Develop web-postings and/or newsletter articles for various stakeholder organizations. Facilitate student recruitment efforts. Establish and update a YLF page on the Secondary Transition Learning Community website.
4. **Make All Travel, Food, Lodging and Meeting Arrangements:** For student delegates, counselors, speakers/presenters, support staff, and others as needed. Make arrangements for AV equipment, accessible transportation, and assistive technology as needed.
5. **Organize All YLF Program Materials:** Reproduce and organize materials needed by planning committee, student delegates, and counselors. Develop new materials as needed.
6. **Coordinate Program Events/Activities:** Help to identify counselors/mentors. Coordinate counselor training from existing curriculum, delegate welcome/orientation, opening session/dinner, mentor's luncheon/breakfast, policymaker breakfast, program presenters, job shadow arrangements, recreation, and closing session/awards banquet. Arrange for support staff during program including on-call nurse, first aide station, personal care attendants, interpreters, and other staff as needed.
7. **Post YLF Week:** Establish data-base of YLF graduate contact information. Develop on-going communication with YLF graduates to see how they are doing, learn of their involvement in their communities and to determine the effectiveness of the program. Facilitate contact between YLF graduates from previous years and provide support/assistance for YLF webpage, web discussion forums, newsletter or other means.

Required Information:

1. **Qualifications of applicant:** The proposal must include a resume/description of the applicant and the extent to which the applicant has the capacity, expertise, and experience to accomplish the requirements of the proposal. In particular, does the applicant have experience in:
 - a. Collaborating with others.
 - b. Involving, in a meaningful way, stakeholders, including people with disabilities.
 - c. Demonstrating knowledge of self-determination and youth development.
 - d. Arranging for accessible travel and lodging, food (dietary needs) and facilities for this size group.
 - e. Successfully managing projects of a similar nature and/or scope, keeping within timelines and budget and paying close attention to detail.
2. **Response to scope of work**
 - a. Describe how each element of the scope of work will be accomplished and by whom.
 - b. Identify how stakeholders, particularly people with developmental disabilities, will be notified and supported to participate in all aspects of the project.
 - c. Provide a timeline or schedule of task completion.
3. **Cost/budget:** Provide a proposed project budget specifying the following:
 - a. Personnel time and hourly cost.
 - b. Travel costs to meet with DD Council staff and YLF site visit.
 - c. No more than 10% of the funds may be used for indirect costs for the applicant. Applicant must provide proof of liability insurance and/or workers compensation insurance (waived if state agency).

The budget for this project should be reasonable in amount to achieve the elements outlined in the scope work.

The Council on Developmental Disabilities will make funds available starting September 1, 2007. The following conditions apply:

- The Council reserves the right to negotiate final contract amount.
- Funds are available on a reimbursement basis after September 1, 2007 and must be expended prior to September 1, 2008.
- Contract may be renewed for subsequent years depending upon project outcomes.
- Preference will be shown for those proposal(s) that demonstrate experience and/or knowledge working with youth and persons with disabilities.

Technical assistance for applicants may be found at:

Idaho Council on Developmental Disabilities Website – News You Can Use – YLF

<http://www.icdd.idaho.gov>

Idaho Secondary Transition Electronic Learning Community website:

http://elc.idahotc.com/ST_Youth.aspx

A **bidder's teleconference** will be held on Thursday, July 12, 2008 at 2:00pm Mountain Standard Time. To participate, call 1-800-238-0210 and enter this passcode: 418302

Applicants should submit their proposals, with a cover letter that includes the following:

- ✓ Applicant/organization name
- ✓ Type of organization (if applicable)
- ✓ Primary contact/phone number/fax/email
- ✓ Mailing address
- ✓ Total amount of funds requested

Applications should be no more than 6 pages long, including cover letter.

Applications must be received in the office of the Idaho Council on Developmental Disabilities, 802 West Bannock St., Suite 308, Boise, ID 83702 by:

5:00 pm Mountain Standard Time, Friday, August 10, 2007

Applications may be sent via regular mail to the above address, by email to twarren@icdd.idaho.gov, or by fax to Tracy Warren at 208-334-3417.

Please direct any questions about the application to Tracy Warren or Penny Thorpe at the Council office at 1-208-334-2178 or 1-800-544-2433.